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ABSTRACT

This guide to meeting the library instruction needs of educationally disadvantaged and English as a second language students provides, for each of 10 units, suggestions for general instructional procedures, discussion topics, and classroom activities, as well as exercises and informational sheets. First, introductory material considers the elements of a successful library instruction program and points out factors that influence the structure and methods of library instruction for nontraditional students. Unit I deals with "Locating Books" and includes informational sheets on call numbers and the Library of Congress Classification System. Unit II focuses on the "Card Catalog," and offers explanations of filing rules, a guide to the card catalog, catalog card examples, a guide to the use of subject headings, and exercises. Units III through V, covering "Magazine Indexes," "Newspaper Indexes," and "Indexes to Collections," offer examples and explanations of the use of one index of each type. Units VI through VIII focus on "Dictionaries," "Encylcopedias," and "Almanacs," providing guides to and exercises in their use. Unit IX illustrates the steps in the development of a search strategy for the preparation of a bibliography, and Unit X deals with bibliographic form. A pre- and/or post-evaluation instrument is appended. (AYC)

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Guide to Library Instruction for Nontraditional Students in the Community College

Prepared by

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INTRODUCTION

The community college with its open enrollment policy and emphasis on vocational education has been called upon to meet the needs of an ever increasing population of students who speak English as a second language or whose educational backgrounds have been deficient. In view of a changing population, the community college library as a central force in the educational process must evaluate traditional services and instruction patterns.

This guide will provide suggestions for meeting the library instruction needs of educationally disadvantaged and English as a second language students. These students possess wide variations in educational backgrounds and ability levels. However, generally it can be said that their educational backgrounds lack the breadth and depth traditionally expected of college students. Perhaps, the central unifying factor among this population is a deficiency in language skills.

Considering deficiencies in language skills and diverse ability levels, a successful library instruction program must:

1) provide instruction that begins where the students are and carefully develops prerequisite skills for each learning task.

2) provide instructional materials which utilize different learning modalities.

3) provide structured classroom/library learning experiences.

4) utilize carefully prepared visual aids and provide "hands on" experiences.

5) provide a system for frequent review, direction, reinforcement and encouragement.

6) utilize effective pre and post evaluative techniques.

Basic library instruction curriculum for educationally disadvantaged or English as a second language students does not differ significantly from traditional curriculum for community college library instruction. However, a significant reduction in the pace of instruction can be expected. It is frequently necessary to provide preparatory or background building instruction and additional reinforcement activities. Emphasis should be placed upon vocabulary building and developing performance abilities.

Do not assume students have prior knowledge of basic library vocabulary or concepts. Pretesting is essential to an effective instruction program. It not only provides an opportunity to evaluate knowledge of library resources, but also provides an opportunity to appraise academic functioning levels. These factors form the basis for developing effective curriculum and instruction methods.

The instruction guides and exercises in this guide can be modified to meet the specific needs of a particular group of students. Suggested instruction techniques can be incorporated into the instruction style of each instructor.

SUGGESTED COURSE OUTLINE

I. Locating Books

- A. Shelf arrangement
- B. Library of Congress call numbers
- C. Library of Congress Classification system

II. Card Catalog

- A. Filing rules
- B. Author catalog
- C. Title catalog
- D. Subject catalog
  - 1. Library of Congress List of Subject Headings

III. Magazine Indexes

- A. Reader's Guide to Periodical Literature
- B. Other magazine indexes

IV. Newspaper Indexes

- A. New York Times Index
- B. Other newspaper indexes

V. Indexes to Collections

- A. Essay and General Literature Index
- B. Other indexes to collections

VI. Dictionaries

- A. Webster's New Collegiate Dictionary
- B. Webster's Unabridged Dictionary

VII. Encyclopedias

A. World Book Encyclopedia

B. Academic American Encyclopedia

VIII. Almanacs

A. World Almanac and Book of Facts

B. Other almanacs

IX. Search Strategy

A. Card catalog

B. Indexes

X. Bibliographic Form

UNIT ONE

LOCATING BOOKS

INSTRUCTION SUGGESTIONS

General procedures

- Teach each concept separately.
- Evaluate knowledge of concepts as a continual process. Use performance criteria.
- Keep each exercise as straight forward as possible. Initially, limit the number of concepts practiced in each exercise. When mastery has been demonstrated, the number of concepts practiced in each exercise must be integrated and increased.

Discuss

- Shelf arrangement and the location of call numbers on books.
- Decimal and whole number concepts.
- Alphabetizing.
- Call Number Guide and handout on LC Classification System. See pages 7 - 9.
- The concepts of categorization and identification as preparatory activities for LC classification system discussion.
- Vocabulary
  - Call numbers
  - Identify

- Library of Congress
- Spine of book
- Categorize
- Alphabetical order
- Decimal number
- Whole number

Practice

- Arranging call numbers in correct order.
- Locating books on shelves by call number.
- Categorizing titles of books according to broad LC classification letters. Titles selected for this exercise should reveal the general subject content of the books.

CALL NUMBERS

BOOKS ARE ORGANIZED ON the shelves by subject according to the system devised by the Library of Congress.

CALL NUMBERS ARE the location marks. They tell you where a book is shelved in the library. A call number is printed in the upper left-hand corner of a catalog card and on the spine of the book.

A call number has at least three lines:	N	classification symbol for art
	33	subdivision of class
	.W6	book number
But it may have as many as six lines:	PS	class symbol for American literature
	3509	subdivision of class
	.L43	author number
	W3	book number
	1971	edition
	oversize	special shelving area

You do not have to understand the meaning of call numbers. Just remember to always WRITE DOWN THE COMPLETE CALL NUMBER.

CALL NUMBERS ARE SHELVED IN THE FOLLOWING SEQUENCE:

1. ALPHABETICALLY. The letters on the first line are found alphabetically arranged around the library. The signs at the end of the ranges indicate the area of the alphabet shelved there.

For example: B comes before D and H comes before HM

When the letters of the first line are identical, read the second line.

2. NUMERICALLY. *For example:* CB comes before CB
53 428

When the first two lines are identical, read the third line.

3. BY LETTER AND DECIMAL. The line begins with a letter. This goes in alphabetical order. The numbers that follow are DECIMALS and file as such. CAREFUL.....This means .R49 would come before .R5

For example: CB comes before CB
53 53
.R49 .R5

FOR PRACTICE, PUT THESE CALL NUMBERS IN THE ORDER YOU WOULD FIND THEM IN THE LIBRARY.

1.	2.	3.	4.	5.	6.	7.	8.
QK	PS	CB	PS	CB	QK	CB	CB
149	3539	301	3539	301	149	311	311
.J4	.H171	.M38	.R94	.M4	.J32	.M8	.G69
v.2	C4		A7	1963			
	1970						

Abridged
Library of Congress Classification System

The books in this library are arranged on the shelves according to the Library of Congress Classification System, which separates all knowledge into 21 classes, as outlined below. Each class is identified by a letter of the alphabet, subclasses by combinations of letters, and subtopics within classes and subclasses by a numerical notation.

Classes

A GENERAL WORKS
General encyclopedias, reference books, periodicals, etc.

B PHILOSOPHY - RELIGION
- B-BJ Philosophy, including BF, Psychology
- BL-BX Religion

C AUXILIARY SCIENCES OF HISTORY
- CB History of civilization (General)
- CD Archives
- CS Genealogy
- CT Biography (General)

D HISTORY: GENERAL AND OLD WORLD
(Including geography of individual countries)
- D World history, including World Wars
- DA Great Britain
- DB Austria
- DC France
- DD, etc. Other individual countries

E-F HISTORY OF AMERICA
(Including geography of individual countries)
- E 1 - 143 American (General)
- E 151 -857 United States (General)
- F 1 - 957 United States, States and local
- F 1001 - 1140 Canada
- F 1201, etc. Other individual countries

G GEOGRAPHY, ANTHROPOLOGY, FOLKLORE, ETC.
- G Geography (General)
- GC Oceanography
- GN Anthropology
- GR Folklore
- GV Recreation

H SOCIAL SCIENCES
- HA Statistics
- HB-HJ Economics
- HM-HX Sociology

Classes

J POLITICAL SCIENCE
- JA-JC Political science
- JS Local government
- JX International law

K LAW

L EDUCATION

M MUSIC
- M Scores
- ML Literature of music
- MT Musical instruction

N FINE ARTS
- NA Architecture
- NC Graphic arts
- ND Painting
- NK Decorative arts

P LANGUAGE AND LITERATURE
- PA Classical languages and literatures
- PD-PF Germanic languages, including PE, English
- PR English literature
- PS American literature

Q SCIENCE
- QA Mathematics
- QD Chemistry
- QL Zoology
- QP Physiology

R MEDICINE

AGRICULTURE
- SD Forestry
- SF Animal culture
- SK Hunting sports

S TECHNOLOGY
- TA General engineering, including general civil engineering
- TE Highway engineering
- TF Railroad engineering
- TG Bridge engineering
- TL Motor vehicles. Aeronautics. Astronautics.
- TT Handicrafts. Arts and crafts.
- TX Home economics

U MILITARY SCIENCE

V NAVAL SCIENCE

Z BIBLIOGRAPHY AND LIBRARY SCIENCE

UNIT TWO

CARD CATALOG

INSTRUCTION SUGGESTIONS

General procedures

- Begin by identifying parts of a catalog card entry. After practice, introduce the use of the card catalog.

Review

- Alphabetizing.
- Concepts of identifying and classifying covered in the unit on the LC Classification System as applicable to the formulation of subject headings.

Discuss

- Basic filing rules guide. See pages 12 - 13.
- Guide to the Card Catalog. See pages 14 - 15.
- The content of catalog cards.
- Library of Congress List of Subject Headings. See pages 16 - 17.
- Vocabulary
  - Author
  - Card catalog
  - Title
  - Catalog card
  - Publisher

- Author card
- Date
- Title card
- Place of publication
- Subject card
- Subject
- Subject headings
- Broader terms
- Narrower terms
- Related terms
- See references
- See also references

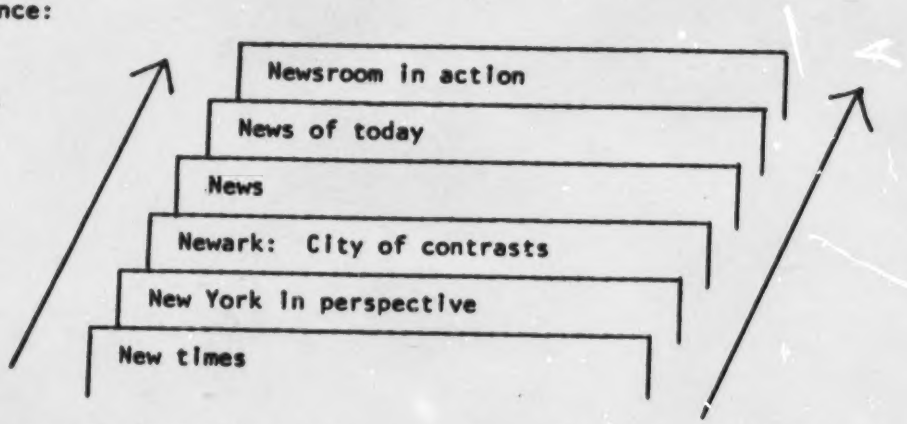
Practice

- Identifying surnames as a preparatory activity, if needed.
- Identifying the information contained on a catalog card with a book in hand.
- Constructing a catalog card from a book. Emphasize the order of information and format.
- Utilizing basic filing rules to locate books in the card catalog.
- Distinguishing author, title and subject cards.
- Formulating possible subject headings for topics and verifying by checking the card catalog. Select topics which are represented by subject headings used in your catalog. Emphasize LC subject headings may also be verified by checking the Library of Congress List of Subject Headings.

Filing Rules for Catalog Cards

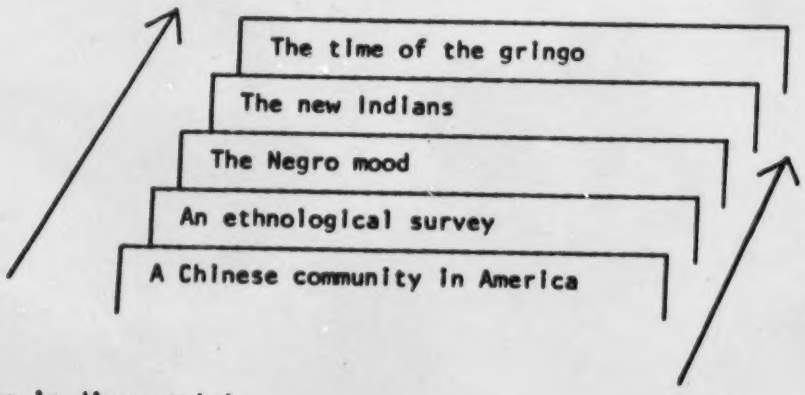
1. Cards are arranged alphabetically by word, according to the first word on the top line of the card (see rule #2 for the exception).

   For instance:



2. When a, an, or the (or their foreign equivalents) are found at the beginning of a title, they are disregarded.

   Such as:



(Filed under T for "time")
(Filed under N)
(Filed under N)
(Filed under E)
(Filed under C)

3. Punctuation is disregarded.

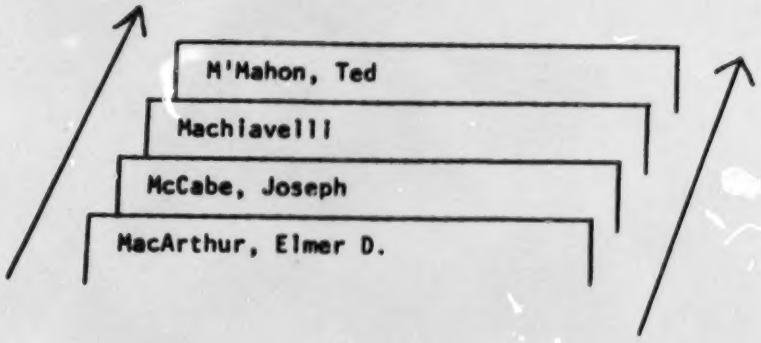
4. Abbreviations and numbers are filed alphabetically, as though they were spelled out in full.

   For example:

   Dr. is filed as doctor.
   St. is filed as saint.
   200 is filed as two hundred.
   U.S. is filed as United States.

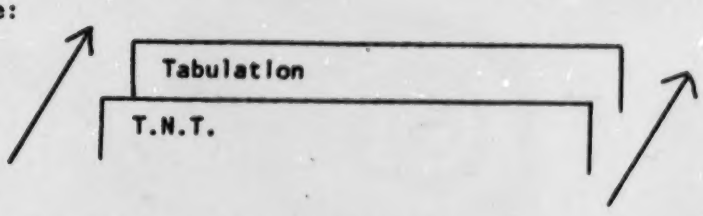
5. Names beginning with M', Mc, or Mac are filed as though they were all spelled Mac.

That is:



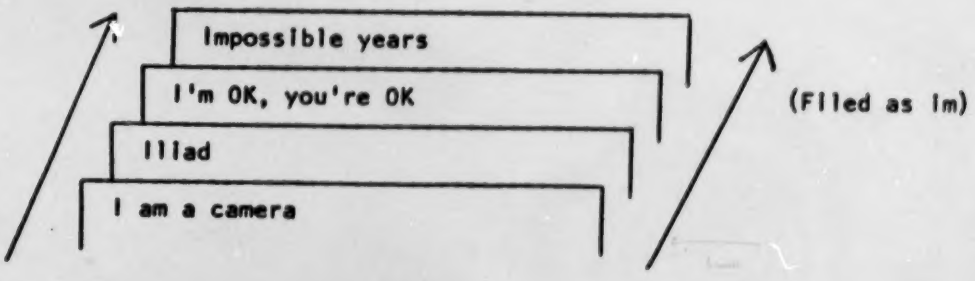
6. Initials are filed before words beginning with the same letter.

For instance:



7. Contractions are filed exactly as written.

Such as:

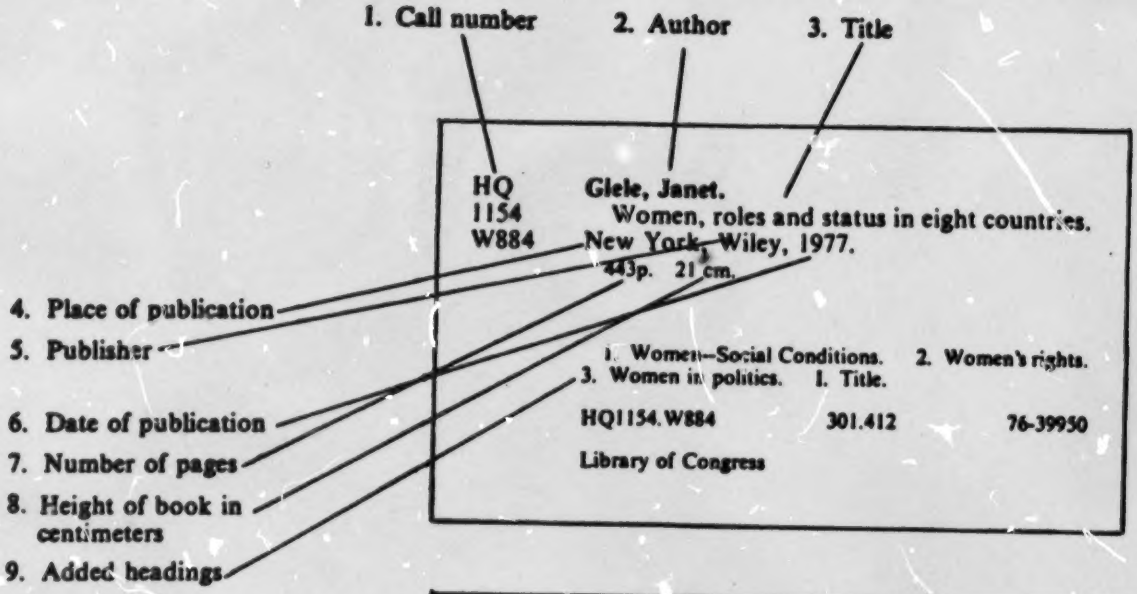


Guide to Card Catalog

1. Card catalogs are cases with many small drawers.
2. Each drawer is full of cards.
3. The cards in the drawers are arranged in alphabetical order by the first word on the top line of the card.
4. Card catalogs are alphabetical lists of all the books in the library.
5. Card catalogs tell you <u>what</u> is in the library and <u>where</u> to find it.
6. Some libraries have separate catalogs for each of the three types of catalog cards: author, title and subject. These are called divided catalogs.
7. Other libraries have all three types of catalog cards filed in one catalog in one alphabetical order.
8. The AUTHOR CATALOG lists all books alphabetically by the author's <u>last</u> names.
9. The TITLE CATALOG lists all books alphabetically by the first word of the title.
10. The SUBJECT CATALOG lists all books alphabetically by the book's subject or subjects.
11. On the next page are examples of the three types of cards you will find in the card catalog.
12. Look at each card carefully. How are they different?

Catalog Card Examples

AUTHOR CARD



TITLE CARD —

Women, roles and status in eight countries.

HQ
1154
W884
Giele, Janet.
Women, roles and status in eight countries.
New York, Wiley, 1977.
443p. 21 cm.

1. Women--Social Conditions. 2. Women's rights.
3. Women in politics. I. Title.

HQ1154.W884 301.412 76-39950

Library of Congress

WOMEN--SOCIAL CONDITIONS.

HQ
1154
W884
Giele, Janet.
Women, roles and status in eight countries.
New York, Wiley, 1977.
443p. 21 cm.

1. Women--Social Conditions. 2. Women's rights.
3. Women in politics. I. Title.

HQ1154.W884 301.412 76-39950

Library of Congress

— SUBJECT CARD

SUBJECT HEADINGS

The SUBJECT CATALOG is an index to the library's book collection by subject. To find a book on a specific topic you must determine the subject heading the library uses for your topic.

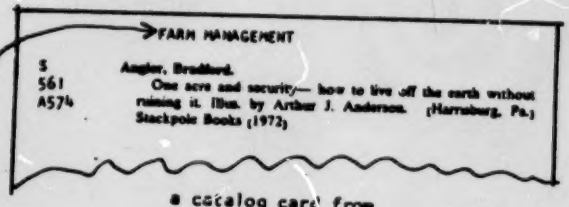
1 Subject headings are selected from the Library of Congress List of Subject Headings. Words or phrases printed in dark-face type in this library tool are subject headings which appear in the SUBJECT CATALOG if the library has a book on that topic.

Sample subject headings:

Farm law

Farm management

Farm manure as feed


FARM MANAGEMENT
S
561
A574
Angier, Bradford.
One acre and security— how to live off the earth without ruining it. Illus. by Arthur J. Anderson. (Harrisburg, Pa.) Stackpole Books (1972)

a catalog card from the SUBJECT CATALOG

2 Words or phrases not used as headings are in light-face type with directions to look up appropriate headings.

For example:

Farm life clubs
See Agricultural societies

Farm location
See Farms, Location of

3 Related headings are listed under dark-face headings.

sa (see also) indicates related headings involving more specific aspects of your topic.

xx indicates subject headings less directly related to your topic than those indicated by *sa*.

x refers from terms not used as subject headings.

For example:

Farm life
sa Country life
xx Agriculture
x Rural life

4 Subject headings narrow a topic by using subheadings separated by dashes.

For example:

Farm management
--Decision making
--Linear programming
--Mathematical models
--Records and correspondence

---

a sample page from Library of Congress List of Subject Headings

sa Farm buildings—Remodeling for other use
— Contracts and specifications *(Indirect)*
xx Building—Contracts and specifications
— Heating and ventilation *(TH7392.F)*
x Farm buildings—Ventilation
— Lighting
xx Electricity in agriculture
— Maintenance and repair
sa Farm buildings—Remodeling for other use
— Remodeling for other use
x Farm buildings—Renovation
Remodeling of farm buildings for other use
Renovation of farm buildings for other use
xx Farm buildings—Conservation and restoration
Farm buildings—Maintenance and repair
— Renovation
See Farm buildings—Remodeling for other use
— Thermal properties
— Ventilation
See Farm buildings—Heating and ventilation

Farm corporations *(Indirect)*
x Agricultural corporations
Corporation farms
Farms, Incorporated
Incorporated farms
xx Agricultural laws and legislation
Corporation law
Corporations
Farm management

Farm crops
See Field crops

Farm design
See Farm layout

Farm engines *(TJ712)*
sa Agricultural engineering
xx Agricultural machinery
Engines
Steam-engines

Farm equipment *(Indirect)* *(Agriculture, S671-760)*
sa Agricultural engineering
Agricultural implements
Agricultural instruments
Agricultural machinery
Gardening—Equipment and supplies
Haying equipment

Farm law *(Indirect)* *(United States, HD185-6)*
Here are entered compilations on the law of the farm for the use of farmers. Works of a more general character are entered under Agricultural laws and legislation.
x Law, Farm
xx Agricultural laws and legislation
Note under Agricultural laws and legislation

Farm layout *(Indirect)* *(S563)*
x Farm design
Farm planning
Farms—Design
xx Farm management

Farm life *(Indirect)* *(Popular works, S521; Sociology, HT421)*
sa Country life
Farm life in literature
Home economics, Rural
Rural conditions
Rural women
Rural youth
Sociology, Rural
x Rural life
xx Agriculture
Country life
Farmers
Rural conditions
Sociology, Rural
— Sounds
See Farm sounds

Farm life clubs
See Agricultural societies

Farm life in art
xx Art
Genre (Art)
Peasants in art

Farm life in literature
xx Country life in literature
Farm life
Peasants in literature

Farm life in moving-pictures
xx Moving-pictures

Farm life in the Bible
x Bible—Farm life

Farm location
See Farms, Location of

Farm machinery
See Agricultural machinery

Farm management *(Indirect)* *(S560-575)*
sa Agricultural productivity
Agriculture—Accounting
Agriculture—Safety measures
Collective farms—Management
Family farms—Management

Farm management research
x Farm management—Research
xx Agricultural research
Economic research

Farm manure *(S655)*
sa Manure gases
Manure handling
subdivision Manure *under names of particular animals, e.g.* Cattle—Manure; Poultry—Manure
x Barnyard manure
Farm waste
Farmyard manure
xx Agricultural wastes
Animal waste
Fertilizers and manures
Organic fertilizers

Farm manure as feed

Farm mechanics
See Agricultural engineering

Farm mechanization *(Indirect)*
sa Electricity in agriculture
x Agricultural mechanization
Mechanization, Agricultural
Mechanization in agriculture
Mechanized farming
Power farming
xx Agricultural machinery
Farm management
Machinery in industry
— Underdeveloped areas
See Underdeveloped areas—Farm mechanization

Farm mechanization, Cooperative *(Indirect)*
sa Machine-tractor stations
xx Agriculture, Cooperative
— Law and legislation *(Indirect)*
xx Agricultural laws and legislation

Farm museums
See Agricultural museums

Farm operating agreements, Father and son
See Father-son farm operating agreements

Farm organization
See Farm management

Farm ownership *(Indirect)*
sa Farm partnership
xx Farms
Home ownership
Land tenure

Farm partnership *(Indirect)*
xx Farm ownership
Partnership

Farm planning
See Farm layout

Farm ponds *(Indirect)*
x Ponds, Farm

EXERCISE

CATALOG CARD

FLAGS

JC
345
H66

Hope, A Guy.
Symbols of the nations, by A. Guy Hope and Janet Barker Hope. Washington, Public Affairs Press [1973]
348 p. illus. 24 cm. $10.00

1. Emblems, National. 2. Flags. I. Hope, Janet Barker, joint author. II. Title.

JC345.H66 929.8 73-82015
MARC

Library of Congress 73

Can you find:

1. Author
2. Title
3. Size
4. Call number
5. Publisher
6. Place of publication
7. Number of pages in book
8. Price
9. Date of publication
10. Subject

EXERCISE

CARD CATALOG

Go to the catalog containing AUTHOR cards. Look up your last name. If it does not appear, choose a name beginning with the first three letters of your last name. Give the following information found on the card:

Author

Title

Place of publication

Call number

Publisher

Date of publication

Number of pages

UNIT THREE

MAGAZINE INDEXES

INSTRUCTION SUGGESTIONS

Review

- Alphabetizing.
- Subject headings.

Discuss

- Distinguishing subject and author entries.
- The purpose and types of magazine indexes.
- Guide to Reader's Guide to Periodical Literature. See page 22.
- Vocabulary
  - Abbreviation
  - Entry
  - Volume
  - Issue number
  - Paging
  - Illustration
  - Bibliography
  - Magazine
  - Periodical
  - Journal

- Citation

Practice

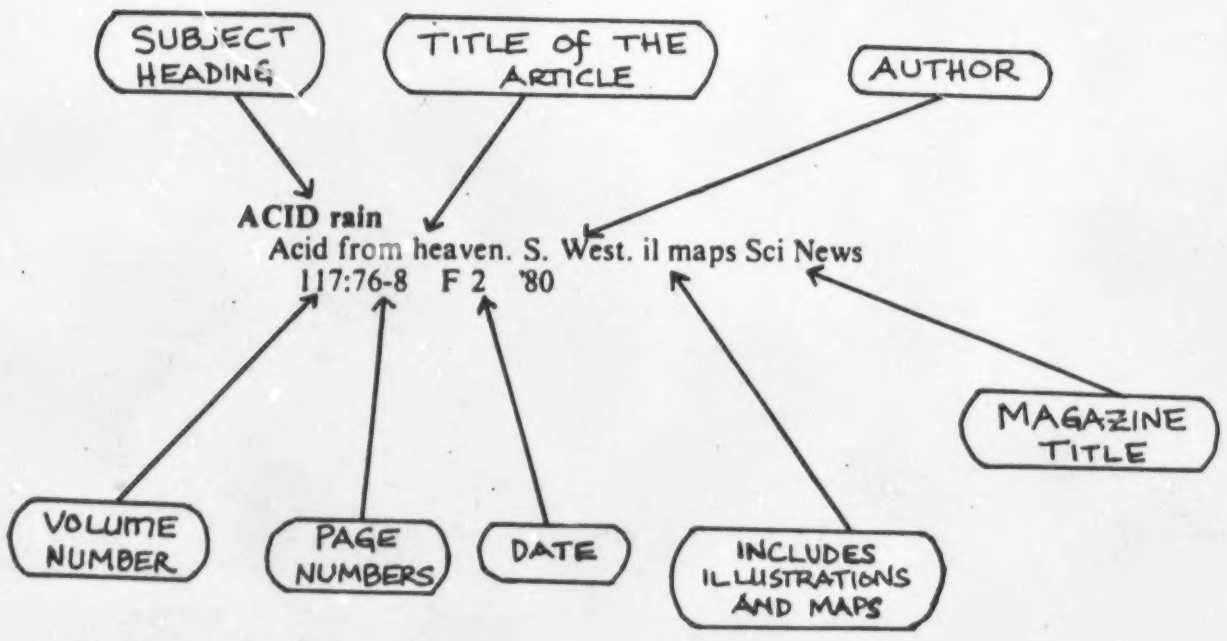
- Identifying parts of a citation with a magazine in hand. Emphasize the importance of the sequence of information and punctuation in a citation.
- Interpreting citations from a variety of indexes.
- The use of cross references.
- The use of the "List of Abbreviations" in the front of the indexes.

SUGGESTION OF ALTERNATIVE SOURCES

Magazine Index

Readers' Guide to Periodical Literature

1. *Readers' Guide* indexes over 150 popular magazines.
2. It is published semi-monthly with quarterly and annual cumulations.
3. Entries are arranged alphabetically by subject and author in one sequence.
4. In the front of each issue are helpful aids to the use of *Readers' Guide*.
   These include:
   A List of Periodicals Indexed
   Abbreviations of Periodicals Indexed
   Abbreviations
5. See the sample entry below. Do you know the meaning of all the abbreviations?



EXERCISE

READERS' GUIDE TO PERIODICAL LITERATURE

COMPUTERS
New computers can talk, control your house and sing. N. Shapiro. il Pop Mech 154: 80-1+ Ag '80

Can you find the following information in the citation above?

1. Author

2. Title

3. Subject Heading

4. Does the article have pictures?

☐ yes ☐ no

5. Name of magazine

6. Volume of magazine

7. The date of the magazine is

8. The article is on pages

9. Does the library have this magazine?

☐ yes ☐ no

UNIT FOUR

NEWSPAPER INDEXES

INSTRUCTION SUGGESTIONS

Review

- Alphabetizing
- Subject headings

Discuss

- Differences between newspapers and magazines.
- The layout of newspapers.
- How newspapers are indexed.
- Guide to the New York Times Index. See page 26.
- Vocabulary
  - Headline
  - Content
  - Length
  - Section
  - Paging
  - Columns
  - Microfilm
  - Illustrations
  - Cross references
  - Chronological

Demonstrate

- The use of the microfilm reader.

Practice

- Interpreting citations.
- Locating microfilm or newspaper.
- Using cross references.

SUGGESTION OF ALTERNATIVE SOURCES

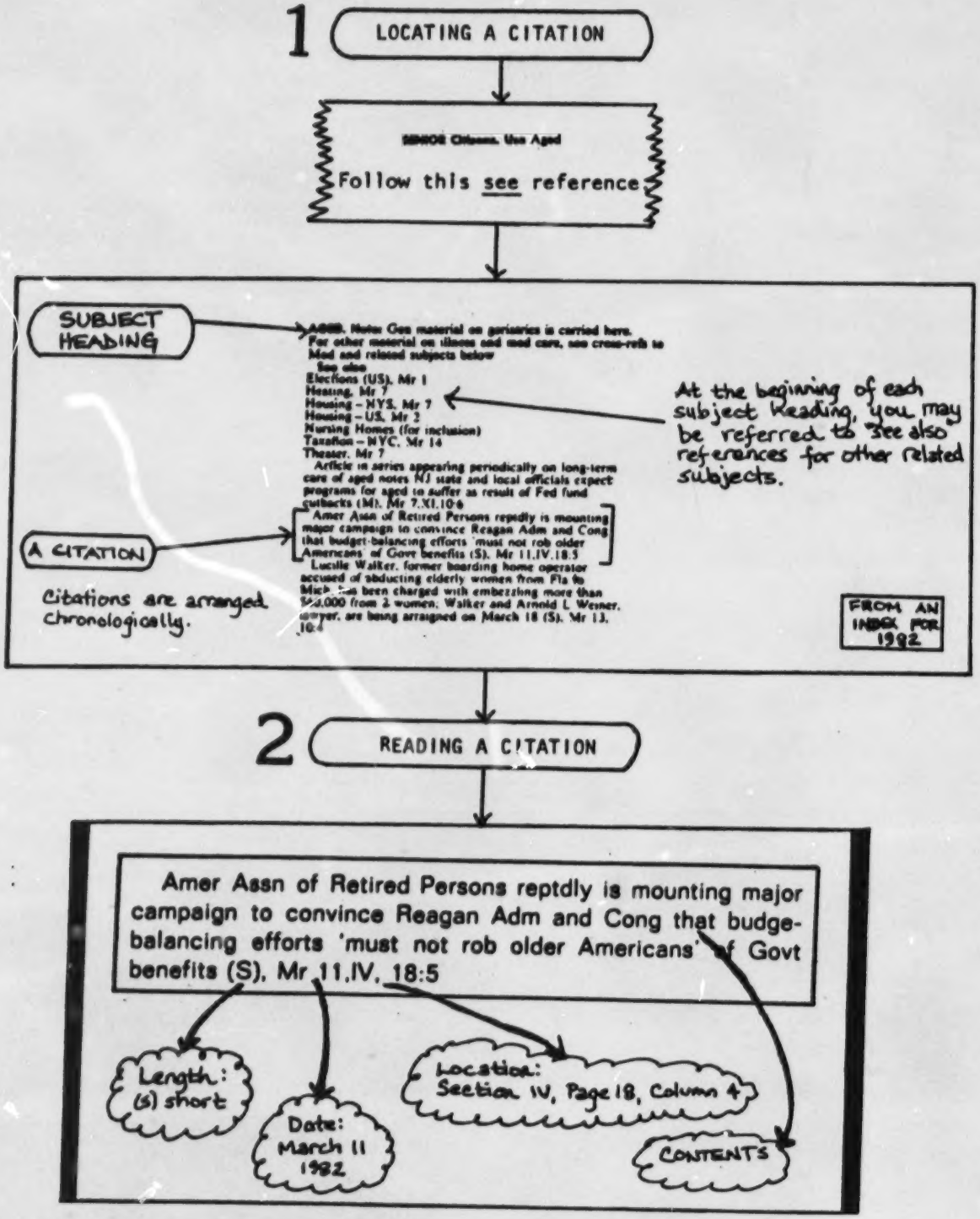
Christian Science Monitor Index

San Francisco Chronicle Index

Los Angles Times Index

Local newspapers which are indexed

New York Times Index


1
LOCATING A CITATION
SENIOR Citizens. Use Aged
Follow this see reference
SUBJECT HEADING
Elections (US), Mr 1
Housing, Mr 7
Housing – NYS, Mr 7
Housing – US, Mr 2
Nursing Homes (for inclusion)
Taxation – NYC, Mr 14
Theater, Mr 7
At the beginning of each subject heading, you may be referred to "see also" references for other related subjects.
A CITATION
Amer Assn of Retired Persons reptdly is mounting major campaign to convince Reagan Adm and Cong that budget-balancing efforts 'must not rob older Americans' of Govt benefits (S), Mr 11,IV,18:5
Citations are arranged chronologically.
FROM AN INDEX FOR 1982
2
READING A CITATION
Amer Assn of Retired Persons reptdly is mounting major campaign to convince Reagan Adm and Cong that budge-balancing efforts 'must not rob older Americans' of Govt benefits (S), Mr 11,IV, 18:5
Length: (s) short
Date: March 11 1982
Location: Section IV, Page 18, Column 4
CONTENTS

EXERCISE

NEW YORK TIMES INDEX

Using the 1980 New York Times Index locate one article on Egypt.

1. What is the article about?

2. How long is the article?

3. Does it have pictures?

4. What date did the article appear?

5. Are there subheadings?

☐ yes ☐ no

6. Are there see also references?

If so, name one

7. On what page did the article appear?

8. In which column did the article appear?

9. How do you locate the microfilm?

UNIT FIVE

INDEXES TO COLLECTIONS

INSTRUCTION SUGGESTIONS

Review

- Alphabetizing.
- Distinguishing author, title and subject entries.

Discuss

- Guide to Essay and General Literature Index. See page 30.
- Differences between periodical indexes and indexes to collections.
- Types of indexes to collections.
- Examples to illustrate various types of anthologies and collected works.
- Vocabulary
  - Anthology
  - Short Story
  - Essay
  - Poetry
  - Collected works
  - Biographies
  - Critiques

Practice

- Interpreting citations from various indexes.

- Using the "List of Books Indexed" section to locate full citations for books included in the index.
- Checking the card catalog to determine if the library has the book cited in the index.

SUGGESTIONS OF ALTERNATIVE SOURCES

Granger's Index to Poetry

Short Story Index

Play Index

Essay & General Literature Index

You use *Essay and General Literature Index (EGL)* to find essays or articles in books. These items are not individually listed in the CARD CATALOG. Without *EGL*, you might miss finding these articles or essays.

* * * * * * * * * * *

1 Essays are indexed in *EGL* by SUBJECT and AUTHOR.

BY SUBJECT

Child abuse

Bettelheim, B. Unconscious contributions to one's undoing. *In* Bettelheim, B. Surviving, and other essays p241-45

Case studies

Cottle, T. J. The child is father to the man; excerpt from "The abandoners." *In* Gross, B. and Gross, R. eds. The children's rights movement p58-71

Illinois—Chicago

Greene, B. They tried to help. *In* Gross, B. and Gross, R. eds. The children's rights movement p37-42

United States

Shannon, W. V. Our lost children. *In* Gross, B. and Gross, R. eds. The children's rights movement p148-50

BY AUTHOR

Baldwin, James, 1924-

About individual works

The devil finds work

Sheed, W. The twin urges of James Baldwin. *In* Sheed, W. The good word & other words p194-200

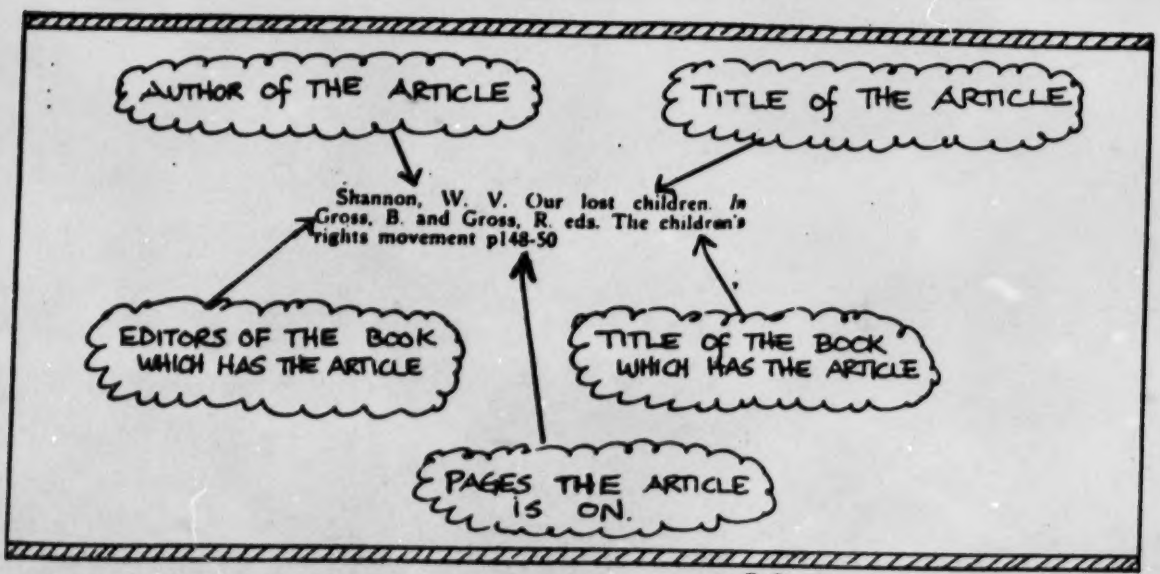
Going to meet the Man

Freese, P. James Baldwin, Going to meet the Man. *In* Bruck, P. ed. The Black American short story in the 20th century p171-85

Bibliography

Dance, D. C. James Baldwin. *In* Inge, M. T.; Duke, J. M. and Bryer, J. R. eds. Black American writers v2 p73-120

2 Look over carefully the following sample entry from *EGL* of an article on CHILD ABUSE.


AUTHOR of THE ARTICLE
TITLE of THE ARTICLE
Shannon, W. V. Our lost children. In Gross, B. and Gross, R. eds. The children's rights movement p148-50
EDITORS OF THE BOOK WHICH HAS THE ARTICLE
TITLE OF THE BOOK WHICH HAS THE ARTICLE
PAGES THE ARTICLE IS ON.

EXERCISE

ESSAY AND GENERAL LITERATURE INDEX

Using the 1975-79 volume of Essay and General Literature Index find <u>one</u> essay on Abortion.

1. Who is the author of the essay?

2. What is the title of the essay?

3. What does "in" mean?

4. Who is the author of the book?

5. On what page does the essay appear?

6. What is the title of the book?

7. Does the library have this book?

☐ yes ☐ no

8. What is the subject?

Using the same volume locate an essay by James Baldwin.

1. Which part of his name did you use?

2. What does "about' mean?

3. What does "about individual works" mean?

UNIT SIX

DICTIONARIES

INSTRUCTION SUGGESTIONS

Review

- Alphabetizing.

Discuss

- Guide to Dictionaries. See page 34.
- Organization and features of a dictionary including exclusions.
- Types of general dictionaries. Emphasize various levels of complexity.
- Subject dictionaries.
  - Medical
  - Legal
  - Social Science
- Vocabulary
  - Guide words
  - Thumb index
  - Accent mark
  - Pronunciation symbols
  - Syllables
  - Synonyms

- Antonyms

- Definition

Practice

- Interpreting dictionary entries.

- Using various features of a dictionary.

- Using guide words to locate entries.

Guide to Dictionaries

Dictionaries can provide:

DEFINITIONS

Many word have more than one meaning or definition. Read each definition until you find one that expresses the idea you wish to express.

PRONUNICATION OF WORDS

Dictionaries help you to pronounce new words by indicating phonetic spelling, syllabication and accentuation.

SPELLING

Dictionaries give the correct spelling of words. Spelling for plurals and tenses are also given.

SYNONYMS AND ANTONYMS

Dictionaries often give synonyms (words that have the same or almost the same meaning) and antonyms (words that have opposite meaning).

PARTS OF SPEECH

Dictionaries indicate the part of speech (n.-noun, v.-verb, adv.-adverb, adj.-adjective) to which a word belongs.

DERVIVATIONS

Some dictionaries also indicate from which language a particular word in the English language came originally.

EXERCISE

DICTIONARY

Using Webster's New Collegiate Dictionary or Webster's Unabridged Dictionary answer the following questions.

1. What is the meaning of transport?

2. What is the accented syllable in received?

3. How many syllables does the word reliable have?

4. What is a synonym for fierce?

5. To what part of speech does the word entrance belong?

6. Ass. is the abbreviation for ?

7. How many meanings are there for the word merit?

8. Is the word chruch spelled correctly?

☐ yes ☐ no

9. What does POE mean?

10. How many feet are there in an international nautical mile?

Which word did you use to find the answer?

UNIT SEVEN

ENCYCLOPEDIAS

INSTRUCTION SUGGESTIONS

General procedures

- Begin instruction with a basic general encyclopedia such as World Book or Academic American Encyclopedia.
- Compare and contrast different sets of encyclopedias. Note the amount of information, organization and reading levels.

Discuss

- Guide to Encyclopedias. See page 38.
- Similarities and differences between dictionaries and encyclopedias.
- How to formulate search terms.
- The structure and use of encyclopedia indexes.
- Subject encyclopedias and more advanced general encyclopedias.
- Vocabulary
  - Main headings
  - Subheadings
  - Cross references
  - Topic
  - Search term
  - Volume
  - Index

Practice

- Identifying key terms in questions.
- Formulating search terms from key terms.
- Using search terms and following cross references in the index.
- Interpreting formation in the indexes of encyclopedias.

SUGGESTION OF ALTERNATIVE SOURCES

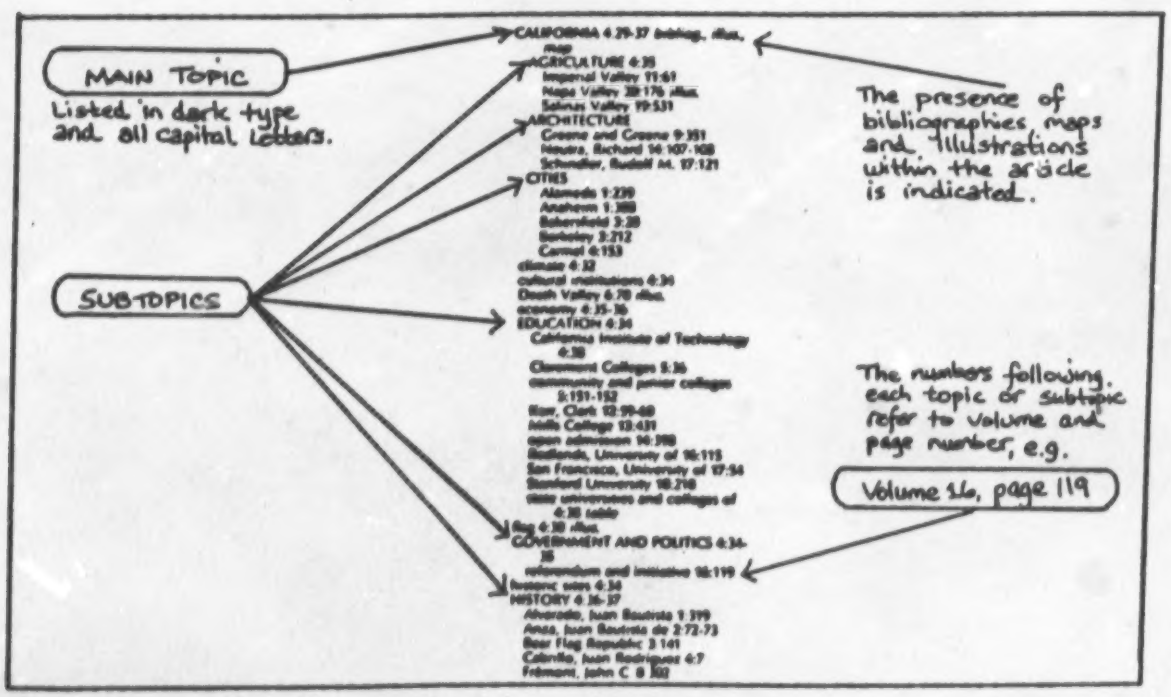
Encyclopedia Americana

Guide to Encyclopedias

Encyclopedias provide information on various topics, including people, places and things. They are arranged in volumes. Each volume contains topics arranged alphabetically. Remember to check the guide letters on the spine of each volume.

THE INDEX TO AN ENCYCLOPEDIA

1. The key to an encyclopedia is its index. It is usually found in the last volume of a set. It provides a key to the entire set.
2. The index helps you locate information on subjects not treated in separate articles.
3. The index helps you locate information on different aspects of a subject. For example, under the main topic CALIFORNIA such subtopics as architecture, cities, education and history are listed. (See sample index entry below.)


MAIN TOPIC
Listed in dark type and all capital letters.
SUBTOPICS
The presence of bibliographies, maps and illustrations within the article is indicated.
The numbers following each topic or subtopic refer to volume and page number, e.g.
Volume 16, page 119

from Academic American Encyclopedia.

EXERCISE

ENCYCLOPEDIA

Using a general encyclopedia answer the following questions.

1. How much does the Liberty Bell weigh?

2. What is the state motto of Texas?

3. How long does a camel live?

4. What was Paul Revere's occupation?

5. Where did the Iroquois Indian tribe live?

6. Which is the largest of the Great Lakes?

Using one volume of the World Book Encyclopedia locate one article and give the following information.

Volume and page numbers

General article title

Subheadings

Is there a see reference?

Give two related articles

Give two titles of recommended books

UNIT EIGHT

WORLD ALMANAC AND BOOK OF FACTS

INSTRUCTION SUGGESTIONS

Review

- The process of formulating possible search terms.
- Identifying and categorizing terms.

Discuss

- Guide to World Almanac and Book of Facts. See page 41.
- The scope and organization of an almanac including the index.
- Other almanacs.
- Vocabulary
  - Broader terms
  - Narrower terms
  - Related terms
  - Charts
  - Tables
  - Graphs

Practice

- Reading the index including identifying main headings and subheadings.
- Interpreting chart data.
- Formulating alternate search terms.

SUGGESTION OF ALTERNATIVE SOURCES

Information Please Almanac

Guide to

World Almanac and Book of Facts

An almanac is a source of current up-to-date information. It is published annually and provides information about the previous year.

ARRANGEMENT OF INFORMATION

1. Information <u>is not</u> arranged alphabetically.
2. Information <u>is</u> arranged by subject.
3. Much of the information is in chart form.

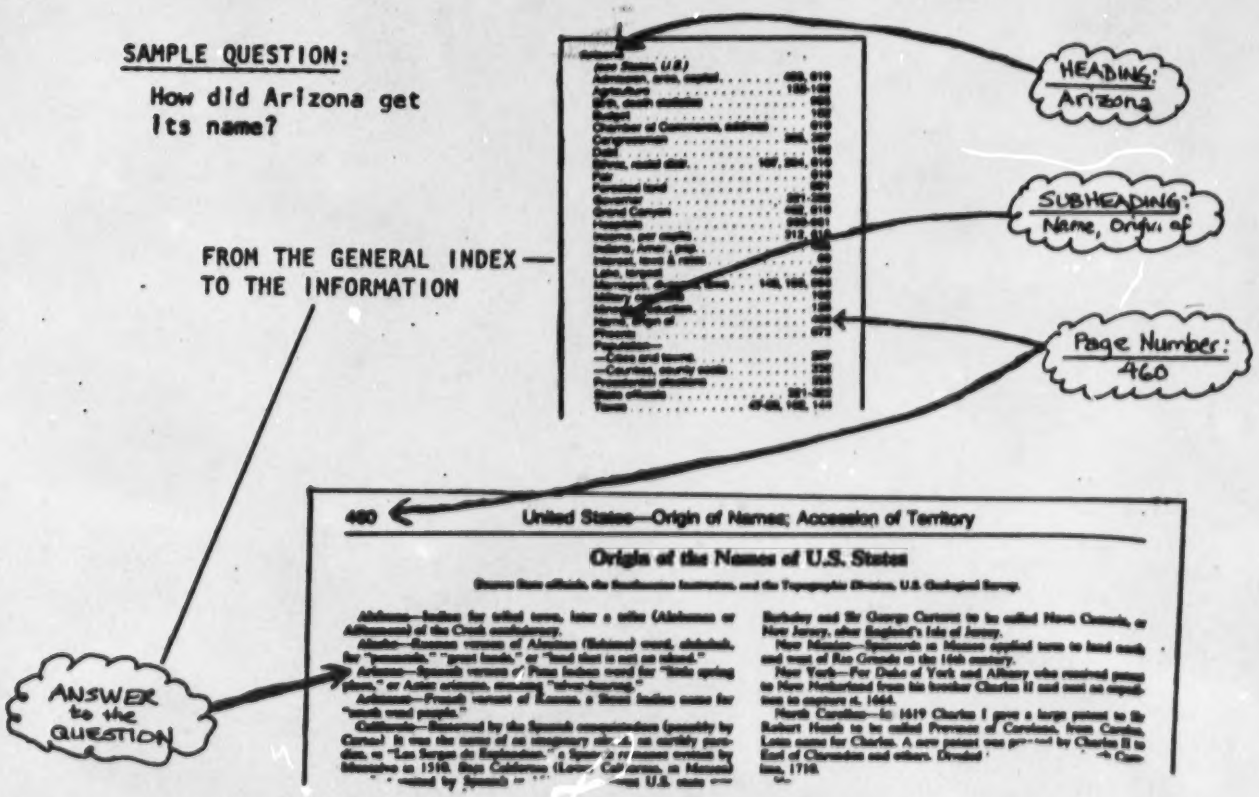
LOCATING THE INFORMATION

1. The <u>General Index</u> must be used to locate information. It is in the <u>front</u> of the almanac.

2. Find your subject in the General Index. Remember to read subheadings to locate specific information. (See sample index entry below.)

SAMPLE QUESTION:

How did Arizona get its name?


HEADING: Arizona
SUBHEADING: Name, Origin of
Page Number: 460
FROM THE GENERAL INDEX — TO THE INFORMATION
460 United States—Origin of Names; Accession of Territory
Origin of the Names of U.S. States
ANSWER to the QUESTION

3. If you are unable to locate your subject in the index, try looking up related terms including broader and narrower terms.

EXERCISE

WORLD ALMANC AND BOOK OF FACTS

1. List the page numbers with information about:

   Alaska

   Postage stamps

   Flag Day

   Roller skating champion

2. When was Oakland, California first settled?
3. What are the colors of the flag for the country of Tonga?
4. What was the population growth for San Francisco, California between 1960 and 1970?
5. What is the zip code for Forrest City, Arkansas?
6. How many people died in U.S. tornadoes in 1970?
7. What is the Colorado state bird?
8. Who played in the Rose Bowl in 1980?
9. What is the official language of Tanzania?
10. How long is the longest river in the United States?

UNIT NINE

SEARCH STRATEGY

INSTRUCTION SUGGESTIONS

General procedures

- This unit may be used as a review of the search techniques discussed in previous units. It may also be used as an aid in the preparation of the bibliography exercise in the following unit.

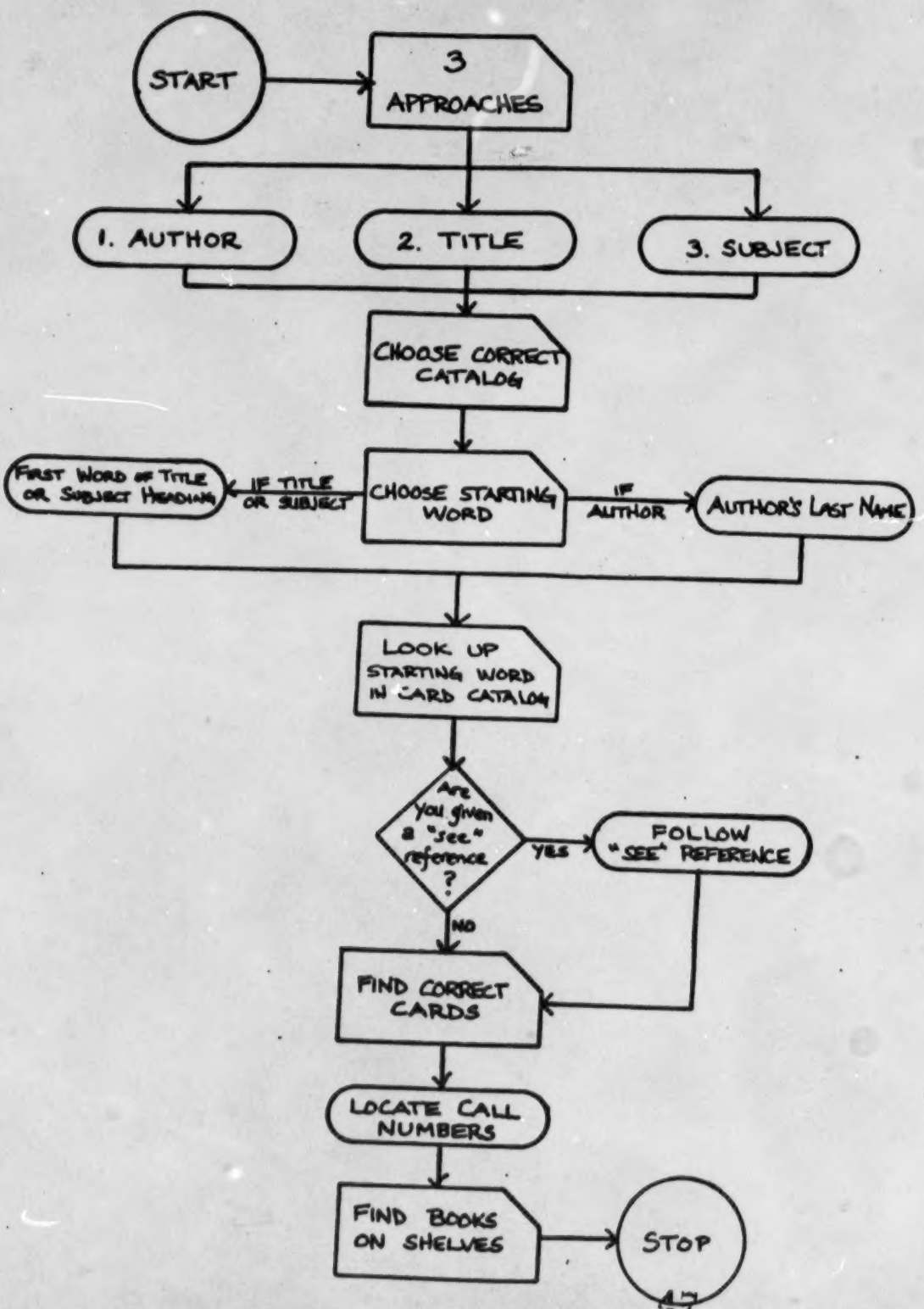
Discuss

- Search strategy guides. See pages 44 - 45. Emphasize the importance of the sequence of steps.

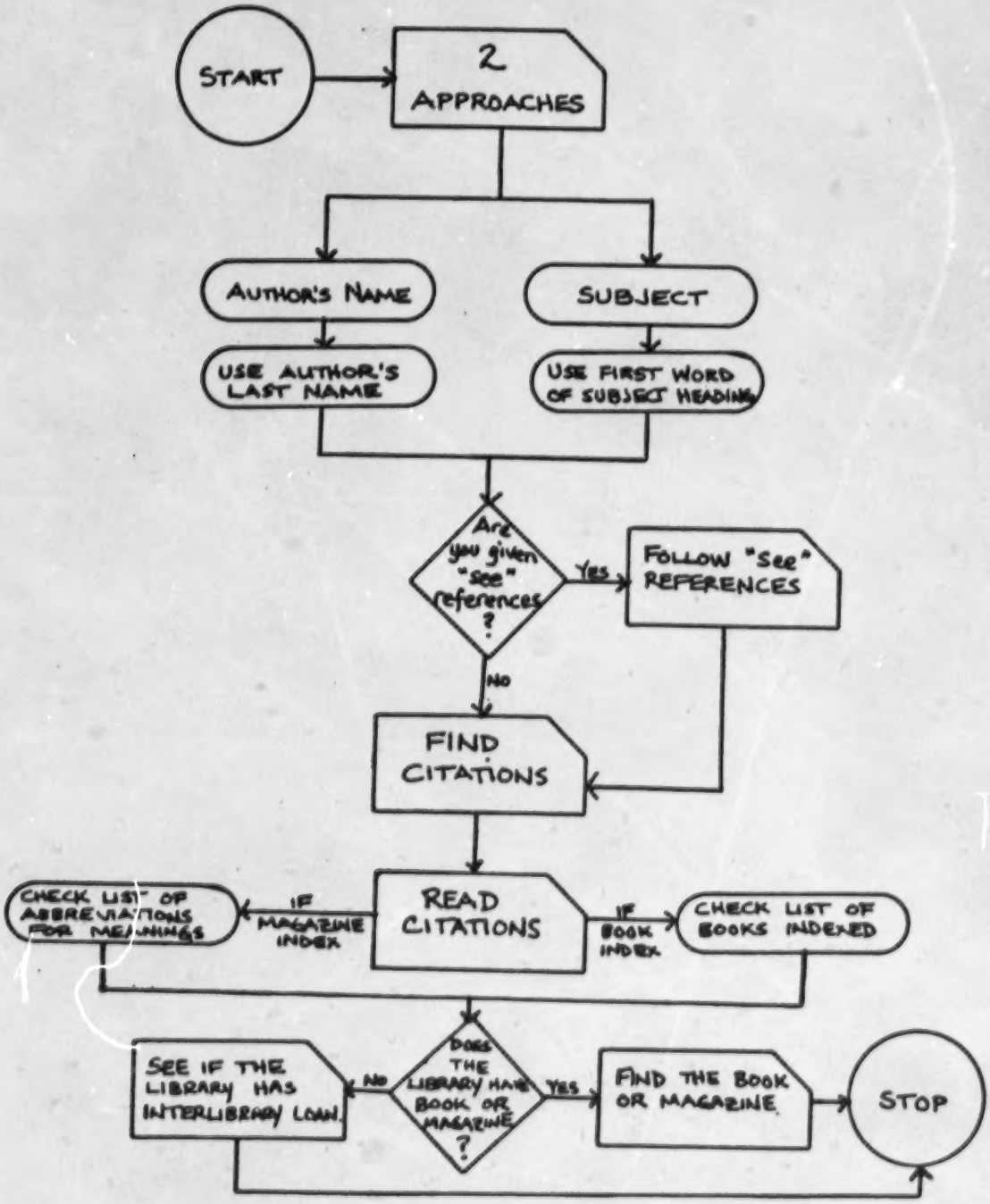
Practice

- Using the steps to locate the ten sources required for the bibliography exercise in Unit 10.

Search Strategy: The Card Catalog



Search Strategy: Indexes



UNIT TEN

BIBLIOGRAPHIC FORM

INSTRUCTION SUGGESTIONS

General procedures

- Introduce a basic style manual or handbook on how to write a term paper. Look for clear straight forward examples.

Review

- Steps for locating title, author, publisher and date in a book or on a catalog card.
- Steps for locating bibliographic information in a magazine or magazine index.

Discuss

- How to make a bibliography handout. See page 47.
- The need for a standardized format including the importance of punctuation.
- One basic format applicable for each type of publication discussed in this guide.

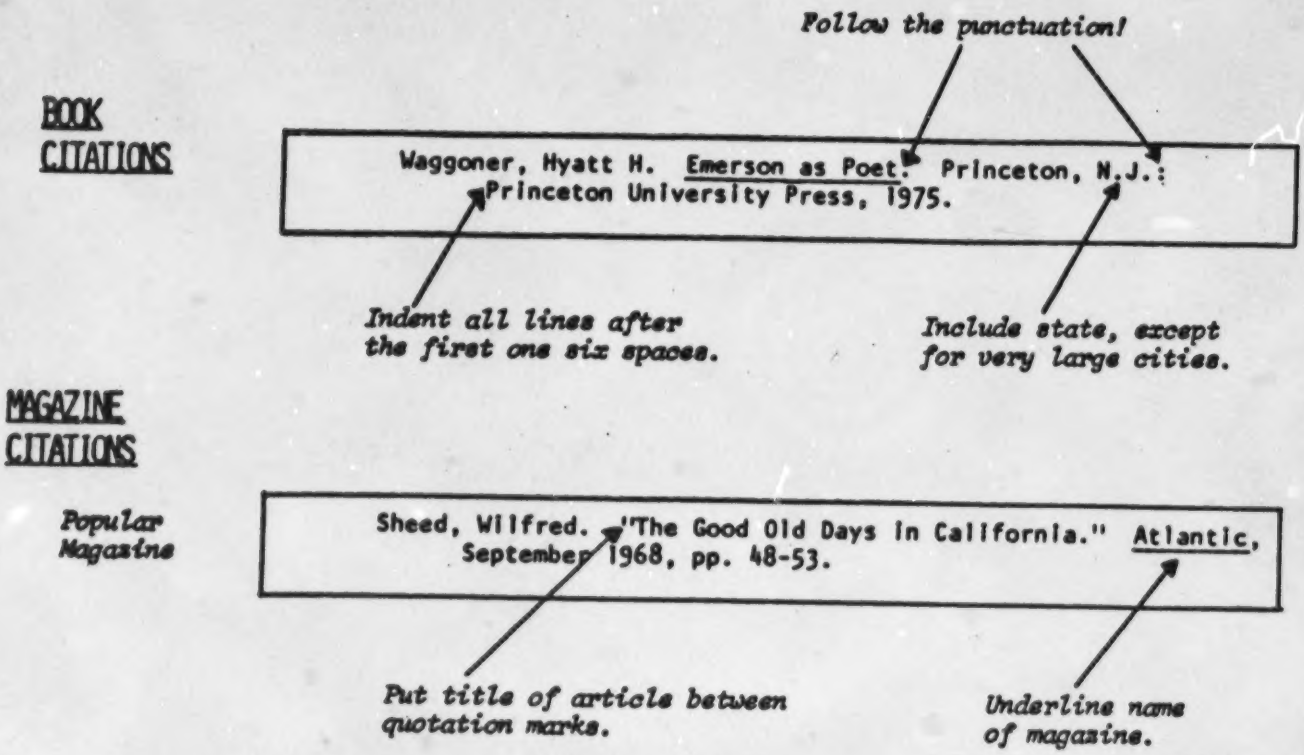
Practice

- Making bibliographic citations with books and magazines in hand.

How to Make a Bibliography

Bibliographies are often divided into sections according to type of material (books, magazines, newspaper articles, etc.) but you do not have to organize yours in this way if it contains only a few items. Whether you choose to subdivide by type of material or not, arrange the items in the bibliography *alphabetically* by author's last name. This rule applies to both books and articles. If an article from a magazine or newspaper does not have an author given, alphabetize it according to its title.

EXAMPLES OF GOOD BIBLIOGRAPHIC FORM


Follow the punctuation!
BOOK CITATIONS
Waggoner, Hyatt H. Emerson as Poet. Princeton, N.J.: Princeton University Press, 1975.
Indent all lines after the first one six spaces.
Include state, except for very large cities.
MAGAZINE CITATIONS
Popular Magazine
Sheed, Wilfred. "The Good Old Days in California." Atlantic, September 1968, pp. 48-53.
Put title of article between quotation marks.
Underline name of magazine.

Complications? Translator? More than one authors? For further information consult a guide for writing research papers. An useful one is: Kate Turabian's Student's Guide for Writing College Papers. Still confused? Ask a reference librarian for assistance.

47

EXERCISE

BIBLIOGRAPHIC FORM

Using some of the sources introduced in this guide, make a bibliography listing ten sources on a subject of interest to you. Remember to use the correct bibliographic form.

SUGGESTED TOPICS

Kenya	China
Inflation	Unemployment
New Mexico	Women's Liberation
Homosexuality	Abortion
Afro American Writers	Viet Nam

SUGGESTED SOURCES

Card Catalog	Indexes to Collections
Encyclopedias	Newspaper Indexes
Magazine Indexes	

APPENDIX

PRE AND/OR POST EVALUATION

1. Arrange the following call numbers in the order you would find them on the shelf in a library.

CT	BL	E	AI	BF
3260	25	782	3	31
N573	M8	M22	T54	G6

1. _____ 2. _____ 3. _____ 4. _____ 5. _____

_____ _____ _____ _____ _____

_____ _____ _____ _____ _____

2. Using the catalog card below, locate the following information.

Author _____

Title _____

Subject _____

Call number _____

Date _____

Publisher _____

ALGEBRA
QA Lennes, Norman J
152 First course in algebra. New York,
L45 Macmillan, 1934.
456p. 27cm.

1. Algebra. I. Title.

3. The following information is part of a citation to a magazine article.

Write the meaning of the following:

il _____

bibl _____

19:355 _____

Ap 27 '71 _____

4. Arrange the following information in the correct bibliographic form for a book.

Today and Tomorrow

Random House, Inc.

John W. Brown

1975

New York

5. You want to find out how many feet in a mile. What word would you use to search for the answer? _____

6. You want to know when California became a state. Where would you look to find the answer? _____

7. Arrange the following titles in the order you would find them in a card catalog.

The Old Man and the Sea

The Fire Next Time

A Farewell to Arms

Introduction to Music

On the Beach

1. _____

2. _____

3. _____

4. _____

5. _____

ERIC Clearinghouse for Junior Colleges
96 Powell Library Building
University of California
Los Angeles, California 90024

AUG 6 1982